

Wolston Neighbourhood Plan
Minutes of Co-ordination Group meeting 25th May 2018, 6:30pm
Held in the Rose and Crown, Main Street.

Present: Tim Willis (acting-chair), Tracie Ball (Finance), Bob Grainger (Housing), , Clare Malyon (Employment & Business & Environment), Gillian Waddilove (secretary); Dave Smith (Infrastructure) Jessica Ramsay (Comms&Eng)

1. **Apologies:** Jock Rainey (chair)
No other 'usual business' was taken.
2. **Report back from meeting of Tim Willis (project manager) and Tracie Ball (finance) with Neil Pearce of Avon Planning Services.**

The main areas covered were Finance including grant applications; list of sites; policies; structure of Wolston NDP SG /CG.

A) Finance

Funding – based on the budget put to the Parish Council for 2018/2019, NP says most of that can be included in grant applications.

Any item less than £1,000 it is not necessary to get 3 quotations, so for running public events etc the process will be simpler. This is part of the Locality grant requirements, but the PC Finance Procedures will still need to be followed and TB will check with the PC clerk how this might be arranged.

Any website expenditure which falls within the £1,000 funding level, similarly would be covered, and the questionnaire for businesses which is planned.

With regard to NP's work for us, this can be included in a technical support grant, and we can build a case for NP to do this work for us, rather than the preferred suppliers of the granting organisation, on the basis that he has worked for the PC for some years, and knows our NDP process thoroughly etc.

NP questioned whether we need to commission a traffic survey for the Plan. We cannot include policies about parking and infrastructure, and so NP thinks we have enough evidence for 'aspirational recommendations'. A traffic survey would only really be of use if we were lobbying county councillors, and as the NDP group we cannot do that.

DS asked that the speed watch records be shared with our Infrastructure working group, as supporting evidence.

RG suggested that we need a PC protocol to put through amounts of greater than £100 and up to £1,000, without obtaining separate quotations: he suggests that our Finance person, TB, drafts a proposal for the PC to agree that if grant funding has been agreed on any item, the PC doesn't need to apply their usual procedures.

NP had several leads for Comms and Engagement wg to pursue and TW /TB will discuss these with JRa.

CM and JRa asked if the NP team could support the Allotments Society event in July – probably not with money, as we cannot carry out any work under the grant funding until we have any money granted.

TB asked RG if we have the maps we need for any pin-map exercise: we have 2 size A0 maps, and a copy of the new Village Map is to go in the village hall and will have a suitable surface to stick dots temporarily.

TB is on holiday from 9th June and hopes to have the grant application almost ready by then, in

collaboration with the PC Clerk, to avoid any challenges from councillors.
 RG will join the Facebook closed group for all CG members; we hope to make documents we are working on available this way, to avoid having multiple versions in circulation.
 JRa will meet TB soon to discuss website needs and possibilities.

B) Site allocations – NP needs one map with ‘green spaces’ marked, and another with the 12 sites included in our short list, to consider the list and recommend whether we need to have full Site Assessments done for any of them. If assessments are needed, this could be included in a technical grant application. In terms of the HNS results, which showed a need for 19 affordable housing units and 10 market ones, NP suggests we need to consider finding 2 sites for around 10 units each, to take account of the affordable housing need. We ask RG to talk to NP about this at some point when our funding for NP’s work is secured.

TW asked whether CM has the RBC lists of ‘Assets of Community Value’ – yes, and CM is aware that these are updated and so needs to download at intervals.

[RG informed the group that the PC is minded to appeal a recent decision of RBC to not grant the status of ACV for the Half Moon car park, and asked if the NDP wg would support this – we agree to the challenge being made. RG will propose that the PC retain NP to advise on the form of the appeal.]

C) Structure of our working groups:

TW & TB discussed with NP the suggestion that we re-structure our working groups to align with our current thought of using similar division of areas of interest to the Claverdon NDP. NP feels we should re-arrange the groups so that no one is on more than 2 groups. We discussed the strengthening of ‘Economy and Infrastructure’ wg if we move that way. DS is in agreement with the change. NP needs drafts for policies and their accompanying justification / explanations, and of the introductory material to the whole plan. We are now at the point of drafting this material. TW has agreement from a village person who will read and comment on material to ensure a single style of writing.

NP was more concerned with the structure and agenda of our ‘steering group’ and ‘co-ordination group’; we need to ensure that the main body with wider membership (the Steering Group) has agenda framed in terms of ‘discuss and agree ...’, so that the public meetings are where decisions are made, for transparency and accountability. In CG we need to work out which options we can commend to the SG and take forward, and then once the SG have made a decision, we implement the decisions. Our terms of reference for the two groups are roughly in line with this, RG will check details and inform us of any change needed.

We discussed current membership of the SG; it has 26 members at present, but this dates from 3 years ago and several people who are regulars at SG meetings have not been added to the formal list. Also, several on this list have not been to a SG meeting since the early meetings.

Steering Group Membership					
Tony	Ansell	Alan	Hawker	Jessica	Ramsay
Tracie	Ball	Tony	Howes	Olivier	Sailofest
Lesley	Blay	Kerry	Johnson	Paul	Simmonds
Kevin	Brohan	Clare	Malyon	Dave	Smith
Maxine	Copping	Ruth	McCartney	Pat/Francis	Smiton
Keith	Francis	Caroline	Payne	Theresa	Threadgold
Sally	Gardner	Kevin	Payne	Gillian	Waddilove
Bob	Grainger	Sandra	Peachey	Tim	Willis
Jackie	Green	Jock	Rainey		

We need to ask of the 86 people on our mailing list, to agree to turn up and be part of the decision making in Steering Group meetings. At the next Steering Group meeting, we need to put a proposal to change the SG membership according to the responses to that email message.

Over the next 6 months, we need to get policies and explanations together, but first, we need to formally realign our working groups and the membership of them, and our draft outline. TW will produce a new draft plan, and GW will draft a proposal for the next SG meeting to agree the changes to our wg structure as well as to the SG membership. TW will make contact with several people about being in a working group, or in a different working group.

TW checked with NP and in his view, we need to consider the effect on Wolston of major developments planned for neighbouring villages in making our policies.

RG: the ToR for the SG says attendees have voting rights – we need to check with NP how we adjust the ToR to reflect our proposal that those not formally on the Steering Group are ‘Friends of the SG’ and do not have voting rights. There is also the matter of Declarations of Interest; NP’s view is that we should ask all SG members to make these, but some of us fear deterring people from being members of the SG if asked to sign a declaration of interest.

3. The meeting closed at 8.00 pm